



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted

SECTION I - Identification

Working Title: Administrative Assistant

Department: Transportation

Job Code Number: 436113

**Division & Bureau: Engineering
Right of Way Bureau**

Job Code Title: Administrative Assistant

Section & Unit: Administrative Section

Pay Band: 3

**Work Address: 2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001**

Position Number: 39005

Phone: 444-7683

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FLSA Exempt

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FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By: Rob Stapley

Work Phone: 444-6063

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Highways and Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Traffic Safety, Consultant Design, Highways, Bridge, Right of Way, Materials, Contract Plans, Construction Services, and Construction Administration bureaus; the CADD Systems and Engineering Management Support sections; and five District Construction and Pre-Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Right of Way Bureau acquires land for transportation projects and administrative needs. It also provides assistance and payments to individuals and businesses relocated by highways; designs the right of way; and arranges for utilities relocation that conflict with highway construction.

Describe the Job's Overall Purpose:

This position provides a full range of professional administrative services including support in program development and operations; education and training; and other duties in support of bureau operations and activities. This Administrative Assistant reports to the Right of Way Bureau Chief.

SECTION II - Major Duties or Responsibilities	% of Time
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A.	<u>Administrative Services</u>	<u>90%</u>
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| 1. | Establishes and maintains electronic and manual records management systems to ensure the availability of essential Bureau and program data, correspondence, and related information. This involves establishing new databases or files and other records with current information, as well as accessing and providing records as requested. | |
| 2. | Establishes database queries, merges, and other functions according to changing Bureau data needs and program requirements. This involves designing and maintaining databases that provide accurate, efficient, and accessible information for Bureau staff; and developing templates, spreadsheets, tables, and other formats for tracking Bureau information. Ensures appropriate confidentiality and compliance with records management policies and retention schedules. | |
| 3. | Coordinates with MDT's Record Management Center's Supervisor and conducts records assessments and conversions for Bureau by appraising life-cycles, records value, , filing practices and configurations, retrieval activities, , uniformity, and ensures state and federal requirements (e.g., confidentiality, retention schedules, etc.) are met. | |
| 4. | Assist Department employees in the retrieval, check out, and return of physical records by providing training on filing systems and check out processes. Perform follow-ups to ensure records are returned and properly re-filed. | |
| 5. | Provide technical assistance and training on Bureau's physical & electronic records management processes throughout the Department by working directly with employees, consultants and the general public using index cards, microfiche, master files, right of way computer share drive, and the Oracle data indexing system to ensure the records are available. | |
| 6. | Collects information on the use and effectiveness of office information management policies and procedures, analyzes the information, and recommends efficiency improvements to ensure the effective operation of the information management program. | |
| 7. | Works closely with all sections and work units within the Bureau to ensure compliance with established policies and procedures (i.e., Records Management Procedural Manual, MDT Retention schedule). Coordinates complete documentation, indexing and scanning of files on a project and bureau level. | |
| 8. | Maintains Information Management Program policies and procedures within the Bureau. | |

B.	<u>Other Duties</u>	<u>10%</u>
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- | | | |
|----|--|--|
| 1. | This position performs a variety of other duties as assigned by the Bureau Chief in support of the Department's mission, objectives, and operational plans. This includes acting as Bureau's | |
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liaison with landowners, applicants, and the public; exchanging information with Department staff, other State and federal agencies, city and county officials, railroads, utilities, and the public; coordinating special projects; maintaining project data; attending ongoing education and training; and performing a variety of other duties as assigned.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Duty A: Administrative Services

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Lifting (less than 50 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking, standing, and bending

MENTAL

- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Instructing

Does this position supervise others?
Attach an Organizational Chart.

☐ Yes ☒ No

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires knowledge of business communications (including business English, spelling, and grammar); office operations and administration; inventory control; customer service standards; and records management. The incumbent is also expected to develop a progressively responsible knowledge of Bureau and Division policies, procedures, and programs.

SKILLS:

This position requires skill in the use of standard office software and equipment (e.g., Word, Excel, Outlook, photocopier, scanner, etc.); prioritizing projects; and excellent written and verbal communication skills.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Clerical, administrative support, receptionist, or business services

Other education, training, certification, or licensing required:

Previous experience with electronic records management is preferred.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input checked="" type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include:

Other equivalent combinations of education and experience may be considered on a case by case basis.

SECTION IV – Other Important Job Information

- ☐ Valid driver's license
- ☒ Background check - Fingerprint check
- ☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Chief Human Resources Officer
Human Resources Division

Signature: _____ Date: _____